



BID NO.: 5465-0/18

OPENING: 2:00 P.M.
WEDNESDAY
MARCH 6, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

**NEON SIGNS/LIGHTING SYSTEMS: INSPECTION,
MAINTENANCE AND REPAIR SERVICES**

FOR INFORMATION CONTACT:

Josh Brown, Procurement Contracting Officer
305-375-4725, Joshbro@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES DIVISION



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 5465-0/18

**Bid Title: NEON SIGNS/LIGHTING SYSTEMS: INSPECTION,
MAINTENANCE AND REPAIR SERVICES**

Procurement Officer: Josh Brown,

Bids will be accepted until 2:00 p.m. on March 6, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

SECTION 1
GENERAL TERMS AND CONDITIONS

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE AND REPAIR SERVICES

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

NEON SIGNS / LIGHTING SYSTEMS: INSPECTION, MAINTENANCE, REPAIR SERVICES

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY

The purpose of this solicitation is to establish a contract for the inspection, maintenance and repair services of neon signs/lighting systems, in conjunction with the County's needs on an as needed when needed basis. Award of this contract shall be made to multiple bidders by group as defined in Section 2, Paragraph 2.4.

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Services Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty month period.

2.3 SMALL BUSINESS CONTRACT MEASURES: (GROUP B CSBE SET-ASIDE)

Group A: No construction small business enterprise bid preference is applied to this group.

Group B: The contract measure applicable to this group is Community Small Business Enterprise (CSBE) set-aside. The vendor must be a certified CSBE in Trade Category: 238210 Electrical Contractors and Other Wiring Installation Contractors. The provisions for the Miami-Dade County certified Small Business Enterprises (SBEs) Program are available at <http://www.miamidade.gov/business/business-development-legislation.asp>.

For set-aside contracts valued up to \$100,000, a 10% (ten percent) preference shall apply for certified Micro Business Enterprise bidders.

A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

Group A and B: If a work order is issued by the County's user department and the project site is located within a Designated Target Area (DTA), it is subject to a Community Workforce Program (CWP) goal. The department must submit the work order to the County's Small Business Development Division for review prior to authorizing any work to be completed.

Responsible wages and benefits apply to all constructions projects over \$100,000.00 that do not utilize federal funds. For federally funded projects, unless prohibited by federal or state law or disallowed by a government funding source, the "Higher" wage between Davis Bacon and Responsible Wages and Benefits shall apply. For responsible wages and benefits information, visit <http://www.miamidade.gov/business/reports-wages.asp>. This solicitation was classified as a "Building" group, updated in 2013.

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2.4 METHOD OF AWARD:

GROUP A – MIAMI INTERNATIONAL AIRPORT PRE-QUALIFICATION POOL

Award of this contract will be made to all responsive, responsible vendors, which meet the minimum requirements set forth in this solicitation and comply with all other requirements.

The minimum qualifications are as follows:

- I. Vendor shall provide a copy of a valid Electrical Contractor's License or Electrical Sign Contractor's License issued by the State of Florida or Miami-Dade County with the submitted bid.
- II. Vendor must be able to demonstrate that they have experience in providing Neon Signs/Lighting Systems, Inspection, Maintenance and/or Repair Service to at least three (3) client references for a minimum of one (1) year. These references shall be used to ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in services.
- III. Vendor shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

GROUP B: MIAMI-DADE COUNTY AUDITORIUM – CSBE SET-ASIDE

Award of this group will be made to the lowest priced responsive and responsible vendor in the aggregate. The vendor must be certified under the Community Small Business Enterprise (CSBE) Trade Category: 238210 (Electrical Contractors and Other Wiring Installation Contractors). To be considered for award, the vendor shall offer prices for all items in the group. The County will then select the vendor for award by evaluating the unit prices for all of the items within the group and shall be based on the lowest priced vendor in the aggregate. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

The minimum qualifications are as follows:

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NEON SIGNS / LIGHTING SYSTEMS: INSPECTION, MAINTENANCE, REPAIR SERVICES

- I. Vendor must be certified as a Community Small Business Enterprise (CSBE) with Miami-Dade County under Trade Category: 238210 Electrical Contractors and Other Wiring Installation Contractors.
- II. Vendor shall provide a copy of a valid Electrical Contractor's License or Electrical Sign Contractor's License issued by the State of Florida or Miami-Dade County with the submitted bid.
- III. Vendor must be able to demonstrate that they have experience in providing Neon Signs/Lighting Systems, Inspection, Maintenance and/or Repair Service to at least three (3) client references for a minimum of one (1) year. These references shall be used to ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in services.
- IV. Vendor shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.

Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor(s) being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

2.5 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED BASED ON THE EMPLOYMENT COST INDEX:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for a period of one (1) year after the commencement of the contract. Prior to the one-year anniversary of that date, and for all subsequent years, the vendor shall have the opportunity to request a price adjustment. The vendor's request for a price adjustment shall be based on the most recent annual change on the Employment Cost Index, for wages and salaries, for private industry workers, by occupational group and industry (Installation, maintenance, and repair). The request for price adjustment shall be submitted to the County's Internal Services Department, Procurement Management for review.

If the requested increases are subsequently approved, the Internal Services Department, Procurement Management will formalize the increase through the issuance of a Memorandum of Understanding to the existing purchase order prior to the effective date of the price adjustment, and by formal contract modification.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the vendor and/or to terminate the contract with the vendor based on such price adjustments.

2.6 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Josh Brown, via email – joshbro@miamidade.gov or by phone at 305-375-4725.

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NEON SIGNS / LIGHTING SYSTEMS: INSPECTION, MAINTENANCE, REPAIR SERVICES

2.7 PRE BID CONFERENCE AND SITE VISIT (STRONGLY RECOMMENDED):

A pre-bid conference will be held on February 25, 2013 at the Miami-Dade County Auditorium to discuss the special conditions and specifications included for Group B within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Miami Dade County Auditorium 9:00 AM
Location: 2901 West Flagler St, Miami, FL

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

"Multiple members of individual community councils may be present."

A pre-bid conference will not be held for Group A, Miami International Airport.

2.8 ADDITIONAL FACILITIES / LOCATIONS / DEPARTMENTS MAY BE ADDED:

Although this solicitation and resultant contract identifies specific facilities or locations to be serviced, it is hereby agreed and understood that any County department, may add additional facilities or locations to this contract at the option of the County. When required by the pricing structure of the contract, vendor(s) under this contract shall be invited to submit price quotes for these additional facilities or locations. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract vendor(s) that offers the lowest acceptable pricing. If this contract has a single incumbent vendor, the additional site(s) shall be added to this contract by formal modification of the award sheet. If there are multiple incumbent vendors under this contract, and the additional effort is to be assigned to only one of these vendors, a separate release order will be issued.

Although this solicitation is specific to a County department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

The County may determine to obtain price quotes for the additional facilities, locations, or artwork from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

2.9 LICENSES FOR TRADES:

In accordance with the provisions of Miami-Dade County's charter, professional contractors performing services in/or for Miami-Dade County must show that they have been duly licensed by the qualifications board of the County, prior to being awarded a contract by the County. All journeyman supplied to perform services in/and for Miami-Dade County must be licensed by the County's Building and Zoning Department, and carry their certification card when supplying services to the same. Bidders must include a copy of their electrical contractor's license or electrical sign contractor's license with the submitted bid.

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2.10 ACCIDENT PREVENTION AND BARRICADES:

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the county project manager.

2.11 INDEMNIFICATION AND INSURANCE

2.11.1 INDEMNIFICATION AND INSURANCE TYPE (11): CONTRACTOR / MAINTENANCE / REPAIR: (GROUP A – MIAMI DADE AVIATION DEPARTMENT)

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Bids and contracts Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

A. Workmen's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.

B. Public Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than *\$500,000 combined single limit per occurrence for bodily injury and property damage.

***Under no circumstances are these contractors permitted on the A.O.A. side without increasing public liability and automobile coverage to \$5,000,000.**

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

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The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund. Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.

CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
 111 NW 1ST STREET
 SUITE 2340
 MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

Issuance of a purchase order is contingent upon the receipt of the insurance documents within fifteen (15) calendar days after Board of County Commission approval. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this solicitation, the vendor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the County. If the vendor fails to submit the required insurance documents in the manner prescribed in this solicitation within twenty (20) calendar days after Board of Commission approval, the vendor shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the vendor may be prohibited from submitting future Proposal to the County in accordance with Section 1.24 of the solicitation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of the solicitation.

If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.24 of the solicitation.

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**Internal Services Department
Purchasing Division
111 NW 1st Street, Suite 1300
Miami, Florida 33128-1989**

2.11.2 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE
CONTRACT: (GROUP B – MIAMI DADE COUNTY AUDITORIUM)

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

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The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
 111 NW 1st STREET
 SUITE 2340
 MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverage's outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor.

2.12 DELETION OF FACILITIES / LOCATIONS / DEPARTMENTS:

Although this solicitation identifies specific facilities to be serviced, It is hereby agreed and understood that any County facilities or locations listed in this contract may be removed or disassembled for an extended period of time at the discretion of the County. No inspection, maintenance or repairs will be required when the sites are temporarily or permanently removed or disassembled. Therefore no inspection, maintenance or repair costs shall be invoiced to the County during this period. It is understood that any County department or agency shall notify the vendor by telephone or in writing upon fourteen (14) calendar days prior to removal or disassembly of each site. Notification will be provided by telephone or in writing when it is necessary for the services to be resumed.

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2.13 CLEAN-UP:

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.14 COST ESTIMATES (REPAIRS) FOR EACH PROJECT:

The vendor(s) shall be required to submit a written estimate on each prospective project under this contract before a work order for that specific project is issued. The estimate must reflect the regular hourly wages for each classification represented in this contract, and the percentage discounts or mark-ups for materials and equipment that were quoted by the vendor on its initial offer or the most current contract pricing. The estimate shall be itemized by the number of work hours per classification, and by the cost of materials and equipment. Lump sum estimates shall not be accepted. The County reserves the right to award the project based on the lowest written estimate, or to reject all estimates when such action is determined to be in the best interests of the County, and obtain the required services from another source of supply. The actual charge to the County from an awarded vendor for a specific project shall not exceed ten percent (10%) of the vendor's initial estimate without the expressed prior approval from an authorized agent of the County.

2.15 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR:

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within five (5) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.16 EMERGENCY SERVICE:

The vendor shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular work hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within two (2) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within four (4) hours after notification by the County.

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2.17 ESCORT AT AIRCRAFT OPERATING AREA:

When performing work at the County's Aviation Department, the vendor shall report to the Aviation Department's Maintenance Division Building No. 3025 and be escorted to and from each area of work that traverses the aircraft operating area. The Department shall monitor the placement of the vendor's equipment at each location. Upon completion of the work, the vendor shall call the maintenance office, 305-876-7311, to arrange for inspection and escort out of the aircraft operating area. Any violations of this section by the vendor may result in immediate cancellation of this contract.

2.18 HOURLY RATE:

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

2.19 OVERTIME:

The County shall allow overtime payment at the agreed upon cost per hour of the awarded vendor per Section 4 in the bid submittal application. This allowance shall only be provided in those instances where expressly authorized by a representative of the County prior to the commencement of the overtime work. Overtime labor rates refer to inspection, maintenance, or repairs that are made during the hours of 6:00 PM to 7:00 AM. These same rates are also applied to County observed holidays when emergency services or repairs are required and authorized by a representative of the County.

2.20 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY VENDOR:

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.21 WORK ACCEPTANCE:

This project will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

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2.22 SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION DEPARTMENT

Miami-Dade Aviation Department (MDAD) operates under strict security regulations. The Vendor must follow all security procedures required of workers at MDAD. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D. Vendors shall display badges, as required by MDAD, at all times while performing work at the airport.

For Customs ID, call 786-265-5715 or email cbp-miami-airport-security@dhs.gov for information. For Miami Dade Aviation Department ID, call 305-876-7418 for appointment and to pick-up package. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract

**SECTION 3
TECHNICAL SPECIFICATIONS:**

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES**3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract for the inspection, maintenance and repair services of neon signs/lighting systems, in conjunction with the County's needs on an as needed when needed basis. The resultant contract shall be made to multiple bidders awarded under:

- **Group A:** The successful bidder(s) shall furnish all labor, materials, tools, equipment and parts necessary to provide inspection and repair services for various neon signs and neon lighting systems for the Miami-Dade County Aviation Department.
- **Group B:** The successful bidder(s) shall furnish all labor, materials, tools, equipment and parts necessary to provide inspection, maintenance and repair services for various neon signs and neon lighting systems for the Miami-Dade County Auditorium.

3.2 GROUP A – MIAMI-DADE AVIATION DEPARTMENT

Bidders prequalified under Group A will be solicited via spot market quotations on an as needed basis for Neon sign/lighting system services. Services that may be requested during the term of the resultant contract will be defined as needs arise.

The Miami-Dade Aviation department (MDAD) will supply electrical power to all sign locations. All work performed under Group A for MDAD shall adhere to the following:

. Inspection/Repair Requirements: MDAD staff will compile a periodic, detailed report of neon sign repairs based on personnel assessment. The report will indicate the location of the sign, size and perceived problem. The bidder(s) will verify the condition at each location and determine the necessary repairs. A detailed quote will be prepared and submitted to MDAD itemizing any replacement parts required for the repairs, including unit prices.

The scope of repairs when needed shall include, but not be limited to the following:

- a. Supply the necessary lamps, neon, tubes, wiring, transformers, ballasts and support mounts within sign cabinets and fixtures.
- b. Cleaning of neon sign components, replacement or adjustment of time clocks, as required.
- c. Repairs shall be made between 7AM and 6PM, unless otherwise requested by the Department, due to operational necessity or restricted access.
- d. Overtime labor rates refer to repairs that are made during the hours of 6:00 PM to 7:00 AM. These same rates are also applied to County observed holidays when emergency services or repairs are required.
- e. Parts: The successful bidder shall provide the necessary replacement parts for completing the repair services. The County will pay cost plus a maximum of 10% markup. The vendor will be required to submit a copy of their invoice for parts as proof of the vendor's cost.

**SECTION 3
TECHNICAL SPECIFICATIONS:**

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES

Sign Locations: Neon sign systems are located throughout all areas of Miami International Airport, including but not limited to the following:

- a. Public Spaces in pre-security terminal areas (ticketing, baggage claim, arrivals & departure levels, moving walkways)
- b. Post-Security terminal and Concourses (D, E, F, G & J)
- c. Sterile corridors and international arrival processing, baggage claim and transfer areas.
- d. Parking garages.
- e. SkyTrain APM stations in Concourse D and E.
- f. MIA Mover APM stations in the terminal and rental car center
- g. Misc. locations at Opa-locka Executive Airport (OPF), Kendall-Tamiami Executive General Airport and Homestead General Aviation Airport.

3.3 GROUP B – MIAMI-DADE COUNTY AUDITORIUM

The Department of Cultural Affairs (CUA) requires neon signs/lighting system services to ensure proper performance of existing systems at the Miami-Dade County Auditorium. The auditorium is located at 2901 West Flagler St., Miami, Florida.

Signage to be maintained: Face of Sign on the outside of auditorium (back lighted) reading "MIAMI DADE COUNTY AUDITORIUM", the cover lighting in lobbies and seating areas.

Services provided may include but not be limited to:

1. Inspection/Maintenance Service Requirements: The successful bidder shall make monthly inspections and maintenance visits, including but not limited to:
 - a. Monthly cleaning, plus painting and maintenance when necessary of signs and cove lighting.
 - b. Supply the necessary number of lamps, starters, neon, tubes, and wiring within the sign and cove lighting area.
 - c. Cleaning, painting, touching up, checking of time clocks, adjusting time clocks seasonally, and maintain listing of signs.
2. Repair Service: The successful bidder shall make service calls for repairs on an as needed when-needed basis. Any repairs and the purchase of replacement parts shall require approval of the department prior to proceeding with the work.
 - a. Standard labor rates refer to repairs that are made during the hours of 7:00 AM to 6:00 PM local time.
 - b. Overtime labor rates refer to repairs that are made during the hours of 6:00 PM to 7:00 AM local time. These same rates are also applied to County observed holidays when emergency services or repairs are required.
 - c. Parts: The successful bidder shall provide the necessary replacement parts for completing the repair services. The County will pay cost plus a maximum of 10% markup. The vendor will be required to submit a copy of their invoice for parts as proof of the vendor's cost.

**SECTION 3
TECHNICAL SPECIFICATIONS:**

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES

3.4 SERVICE REPORTS

A detailed report of each inspection/maintenance will be issued by the successful bidder to the using department. This report will indicate the condition of the equipment and recommended minor/major repairs necessary during the term of the contract. It shall also itemize any replacement parts required for the repairs indicating unit prices.

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**SECTION 4
BID SUBMITTAL FOR:**

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICE

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983



OPENING: 2:00 P.M.
WEDNESDAY
MARCH 6, 2013

**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: ISD
 Josh
 Brown

Date Issued:

This Bid Submittal Consists of
 Pages **15** through **21**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
**NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE AND REPAIR
 SERVICES**

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE 57882, 90658, 93674, 93153	
Procurement Contracting Officer Josh Brown	

FIRM NAME

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
BID SUBMITTAL FOR:
NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES

Firm Name: _____

Minimum Requirements: ALL GROUPS

Instructions: Bidder shall confirm that all minimum requirements stated within the solicitation have been attained.

4.0 LICENSE REQUIREMENTS: Bidder shall provide a copy of a valid Electrical Contractor's License or Electrical Sign Contractor's License issued by the State of Florida or Miami-Dade County as stated within Section 2, Paragraph 2.4 of the solicitation.

License Requirements	Initial as completed
<input type="checkbox"/> Electrical Sign Contractor's License or Electrical Contractor's License	

4.1 REFERENCES: Bidder must be able to demonstrate that they have experience in providing Neon Signs/Lighting Systems, Inspection, Maintenance and/or Repair Services to at least three (3) client references for a minimum of one (1) year. These references shall be used to ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in services.

Client Reference Letter #1	Initial as completed
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail address	

Client Reference Letter #2	Initial as completed
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail address	

SECTION 4
BID SUBMITTAL FOR:

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES

Firm Name: _____

Client Reference Letter #3	Initial as completed
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail address	

4.2 CONTACT INFORMATION: Bidder shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.

<u>Bidder's Primary Contact Information:</u>	Initial as completed
Primary Contact:	
E-Mail Address:	
Contact Telephone Number:	
Cell Phone Number (if applicable)	
Company Main Phone Number:	
Fax Number	

<u>Bidder's Secondary Contact Information:</u>	Initial as completed
Primary Contact:	
E-Mail Address:	
Contact Telephone Number:	
Cell Phone Number (if applicable)	
Company Main Phone Number:	
Fax Number	

**SECTION 4
BID SUBMITTAL FOR:**

NEON SIGNS/LIGHTING SYSTEMS: INSPECTION, MAINTENANCE & REPAIR SERVICES

Firm Name: _____

GROUP B ONLY: CULTURAL AFFAIRS DEPARTMENT – MIAMI-DADE AUDITORIUM

4.3 CSBE Set-Aside: Bidder must be certified as a Community Small Business Enterprise (CSBE) per Section 2, Paragraph 2.6 of the solicitation.

<p>Check the box to confirm that your firm is certified as a CSBE under the following trade category.</p> <p><input type="checkbox"/> Trade Category: 238210 – Electrical Contractors and Other Wiring Installation Contractors</p> <p>Certification No. _____</p>	<p>Initial as completed</p>
---	------------------------------------

4.4 Inspection and Maintenance Services: Bidder shall be responsible for all Inspection and Maintenance Services, per section 3, paragraph 3.3.1.

Item #	Visits per Year	<u>Description</u> For the Miami Dade County Auditorium	Unit Cost Per Month
1	12	Inspection/Maintenance Services	\$ _____ / month

4.5 Repair Services: Repairs and additional work not included in the scheduled inspection and maintenance on as needed when needed basis to restore the Neon Sign to its normal operating condition, Per Section 3, paragraph 3.3.2.

Item #	Estimated Annual Hours	<u>Description</u> Repair Services For the Miami Dade County Auditorium	<u>Standard Unit Cost Per Hour</u>
2	20	Journeyman	\$ _____ / Hour
3	20	Apprentice	\$ _____ / Hour

Item #	Estimated Annual Hours	<u>Description</u> Repair Services For the Miami Dade County Auditorium	<u>Overtime Unit Cost Per Hour</u>
4	5	Journeyman	\$ _____ / Hour
5	5	Apprentice	\$ _____ / Hour



SECTION 4
BID SUBMITTAL FOR:
NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE &
REPAIR SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION
WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

TITLE OF OFFICER: _____

**Bid Title: NEON SIGNS / LIGHTING SYSTEM: INSPECTION, MAINTENANCE & REPAIR SERVICE**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here **only** if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here **only** if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here **only** if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is **voluntary**, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

******By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.******

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ **Federal Employer Identification Number (FEIN):** _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

_____ Printed Name of Affiant	_____ Printed Title of Affiant	_____ Signature of Affiant
_____ Name of Firm		_____ Date
_____ Address of Firm	_____ State	_____ Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

_____ Signature of Notary Public	_____ Serial Number
_____ Print or Stamp of Notary Public	_____ Expiration Date
_____ Notary Public Seal	

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent _____ FEIN # _____

Project/Contract Number _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent _____

Print Name _____

Print Title _____

Date _____

**THIS FORM MUST BE COMPLETED
SCHEDULE OF INTENT AFFIDAVIT
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM**

Name of Prime Contractor Firm _____ Contact Person _____
 Address _____ Phone _____ Fax _____
 Project Name _____ Project Number _____
 CSBE Contract Measure _____

This form must be completed by the Prime Contractor and the CSBE Subcontractor that will be utilized for scopes of work on the project. Bidders must include this form in a separate envelope at the time of bid submission. This form must also include the percentage for CSBE make-up, if applicable.

Name of Prime Contractor	Certification No. (if applicable)	Certification Expiration Date (if applicable)	Type of CSBE work to be performed by Prime Contractor	Prime Contractor % of Bid
Prime Contractor Total Percentage:				

The undersigned intends to perform the following work in connection with the above contract:

Name of Subcontractor	Certification No.	Certification Expiration Date	CSBE Make-Up		Type of CSBE work to be performed by Subcontractor	Subcontractor % of Bid CSBE	Make-Up % of Bid
			Yes	No			
Subcontractor Total Percentage:							

I certify that the representations contained in this form are to the best of my knowledge true and accurate.

 Prime Signature Prime Print Name Prime Print Title Date

The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practice, and the ability to otherwise meet the bid specifications.

 Subcontractor Signature Subcontractor Print Name Subcontractor Print Title Date

☐ Check this box if this project is a set-aside and you are performing 100% of the work with your own work forces.

☐ Check this box if Form DBD 305A and Form DBD 305B have been submitted in your pricing envelope.